

# Prioritiser

## Purpose

An analytical tool for identifying and prioritising a list of items such as: needs, actions or responsibilities.

## Process

Participants work in small groups to:

- Identify a process for analysis.
- Determine the requirements for the process to be effectively carried out.
- Rate the importance of each requirement on a scale of 1–10 (1 being low importance).
- Rate the current level of performance of each requirement on a scale of 1–10 (1 being low performance).
- Compare the two ratings and identify the opportunities for improvement by examining the gaps between importance and performance.
- Decide which requirements need priority action (those with high importance and low performance ratings are a good place to start).

### Example: Conducting a one-day professional learning module

Requirements	Importance (1–10)	Current performance (1–10)	Gap (+/–)	Opportunity for improvement
Principal support	10	7	–	Require full principal support
All staff present	10	4	–	Identify reasons for staff absence
Identification of suitable date	8	10	+	No problem with finding a date
Commitment from staff to participate in the workshop	10	6	–	Identify reasons
Identification of facilitator	9	10	+	Suitable facilitator is available
Resources for workshop	9	9	Neutral	We have the resources
Staff member to coordinate the day	8	7	–	Usually have someone to coordinate
Space for workshop	6	10	+	No problem

## Prioritiser (cont)

### Product

The prioritiser results in a chart with an analysis of process effectiveness and enables participants to identify opportunities for improving the process.

### PrimaryConnections examples

- Conducting a one-day professional learning module.
- Developing and managing the resources for a PrimaryConnections curriculum unit.
- Implementing PrimaryConnections across a year level.
- Preparing for teaching a PrimaryConnections curriculum unit.

### References

GOAL/QPC (1994). *The Memory Jogger II, A Pocket Guide of Tools For Continuous Improvement and Effective Planning*.  
Tague, Nancy R. (2005). *The Quality Toolbox. 2nd Edition*. Wisconsin: ASQ Quality Press.